

MISSION STATEMENT

“Pathways to Excellence”

THE SCHOOL

Glenbervie School is a state, co-educational contributing school and was established in 1893.

Set in a rural community, the school has an attractive outlook, well presented playing fields, extensive hard surface areas, an all weather adventure playground, a multi-purpose room and swimming pool.

The school is well supported by an active P.T.A. which provides valuable support and welcomes all new parents to join in the activities and functions that they organise.

The Board of Trustees employs a hardworking and enthusiastic team of teachers who provide interesting and stimulating learning environments.

EDUCATION - A PARTNERSHIP

We believe that education is a co-operative effort and we therefore place a great deal of emphasis on the partnership between home and school.

Whether your children are New Entrants or are transferring from another school, you will have had a number of years involvement in their education and we look forward to joining with you in this phase of their life.

Communication is of vital importance in developing this partnership and we have a variety of ways of communicating formally and informally with one another.

- A 'Meet the Teacher' in Term 1.
- Written reports and interviews in July to discuss progress.
- Student lead conferences in Term 3.
- Written reports in December summarizing the work for the year.
- Newsletters every Thursday to keep you up to date with school activities and organisation.
- Meeting with your child's teacher after school. If you wish to discuss some aspect of his/her schooling in more depth, telephone your child's teacher to arrange a meeting out of class time.
- The principal has an open door policy and, provided he is in the office, is happy to meet with parents/caregivers who call in. If a formal meeting is required, please phone the school secretary to make an appointment.
- The Board of Trustees has a set of Policies, Procedures and Statements which guide the management of the school. Copies are available from the school office.

RESOURCES

- Our most valuable resource is our staff who are conscious of the need to remain up to date with modern teaching trends and practices. For this reason our Board of Trustees budget generously to ensure that professional development is undertaken so that the learning opportunities for pupils will be enhanced.
- Our parents/caregivers who support our school programme.
- We employ and train whenever possible Reading Recovery teachers to assist at-risk pupils who are experiencing difficulty with reading.
- An up to date automated library system.
- Excellent teaching resources/equipment/materials. The multi-purpose room, swimming pool and attractive grounds enhance our programmes.

GENERAL INFORMATION

ATTENDANCE:

Attendance is compulsory each day the school is open.

If your child is absent from school, the school needs to be notified either on the day they are sick or the day they return. The school has a legal responsibility to "maintain clear accurate records of their pupils daily attendance and supporting documentation for absences."

A phone call or written note is required for any absence.

If your child has been sick and is not able to participate fully in the school programme, please ensure you inform the class teacher.

BOARD OF TRUSTEES:

The Board of Trustees is elected by the parents every three years and is responsible for overseeing the school finances, resources and organisation. At present it consists of four elected members, a staff representative and the principal.

A list of the names of the Board members and phone numbers is available at the office.

BUSES:

Morning schedules are a little confusing and you would be best to check with your nearest neighbour concerning stops, times etc.

In the afternoon 3 buses service the school:

- a) Kiripaka Rd/Ngunguru Ford Rd/Kaiatea Rd.
- b) Pataua/Glenbervie
- c) Harris Rd/Whareora Rd

Three points of importance emerge when considering the bus services:

1. Any suggestions for alterations or extensions to services should be made in the first instance to the Bus Controller at the school.
2. Please advise the school if there is to be a change to the way your child normally goes home.
3. The use of the school bus is a privilege, not a right. Children must behave sensibly and in line with school guidelines both on the bus and at bus stops. The bus driver is to be listened to at all times.

There is a 'Transport Policy' and Bus Route available from the school office or from the website.

CLASS HOURS:

The school programme runs as follows:

- 8.30 - 10.25 - Classes
- 10.25 - 10.40 - Morning Interval
- 10.40 - 12.15 - Classes
- 12.15 - 1.00 - Lunch Break
- 1.00 - 2.20 - Classes
- 2.30 - Buses Leave School

Those parents who bring their children by car are expected to have them at school by 8.20am and pick them up by 2.40pm. The grounds are cleared at 2.30pm and with the majority of pupils being bus pupils we are bound to this rigid timetable. Please collect your child(ren) from the top car park and leave the bus bay clear for buses.

CLASSROOM PROGRAMMES:

Each class has its own timetable. Often syndicates are timetabled for specific subjects at the same time. By contacting the classroom teacher you will be informed of the timetable. This may help you decide if and when you are able to offer assistance. However, by nature, schools need to be fairly flexible to take advantage of situations which arise. This means that although we like to maintain a regular structure it is not always possible and you may be disappointed if you turn up to watch your child swimming only to find classes have swapped times or the programme has had to be changed. To stop this situation occurring you should contact the teacher if you wish to visit.

CLOTHING:

Children are prone to leaving items of clothing lying around the school. If they are named they are easily returned to their owners.

Children learn through play and they need to come dressed in appropriate clothing so they feel they can participate in playground games. Good clothes are often spoilt and feelings hurt.

For fitness, physical education and sport children need shorts or tracksuit pants.

Longs and dresses can be dangerous in sport situations.

Often when children are painting they get paint on their clothes. We try to use paints that come out easily but this is not always possible because of supply and expense. If your child gets paint on their clothes a good method of cleaning them is to rub Dynamo or the like into the colour and wash. Do not try to just wash it out with water, it spreads and can stain! Better still is to ensure your child has a painting shirt which they wear.

DENTAL CLINIC:

The children attend a mobile dental clinic at school.

The clinic will contact you when it is your child's time for a visit. Should you have any problems that need attention contact the school office who will put you in touch with the Dental team.

FITNESS:

This is taken on a regular basis and all children are expected to take part. If your child is unable to participate at any time you should send a note to the class teacher. As with all sporting activities shorts or tracksuit pants are essential.

ALLERGIES:

There are some children who suffer from food allergies, (especially nuts & wheat). We do not believe in 'banning' products. However, we do ask that you consider carefully the use of nuts and nut-based products in your child's lunchbox as a support to these children.

HATS:

The school has a Shade Policy and all pupils are required to wear a hat while outside during Term 1 and Term 4.

HOME LEARNING:

It is appreciated that parents have their own interests to share with their children outside school hours. These experiences are important to a child's development and are to be encouraged.

In the early years your child will often bring home small reading books which have been read successfully at school and we ask that you hear them read and praise their efforts.

As children progress through the school they may be required to learn spelling, mathematics tables, or other such activities. These home activities should be non-stressful and are designed to reinforce the child's learning or help develop areas of weakness. At times other Home Learning tasks may be set. These may be specific tasks, projects etc designed to reinforce the class programme or extend your child. If any activity causes concern contact the class teacher as soon as possible to discuss the situation.

We encourage you to support your child and to take a positive interest in this work, praising your child whenever possible.

Library books will often be brought home for recreational reading.

LIBRARY BOOKS:

We encourage children to take a variety of books home - we insist that a book bag be used. Please help us with this. If a book finds its way home unaccounted for, its speedy return would be appreciated. Our resources are limited and we would appreciate your support with this. If books are consistently damaged or lost the child concerned will not be allowed to take books home.

LUNCH SYSTEM:

The lunch system is operated by the school P.T.A. Lunches can be ordered through the school on Fridays.

Please read our school newsletters to keep up to date with information regarding prices and changes.

MONEY AT SCHOOL:

Any money that pupils bring to school should be for a specific purpose. The money should be brought in a sealed envelope. On the outside of the envelope it should state the child's name, room number, amount inside and the purpose for which it was brought. The envelope should be handed to the teacher when the child arrives at school.

OFFICE HOURS:

8.00a.m. – 3.30p.m. every day the school is open

PARENTS IN SCHOOL:

There are times in a classroom programme when teachers are able to use extra help. Classroom teachers may contact parents to give assistance at regular times. If you are able to help, you could contact the teacher and offer your support. These parent help times need to be on a regular basis and require the helper to be calm, responsive and non-judgmental. As teachers are individuals, not all will desire this help at the same time or for the same purposes.

Please be aware that often another person in the room can be disruptive. It is asked that when you are in the room you respect the class rules and the needs of the children.

If you wish to see a teacher concerning aspects of your child's learning please make an appointment as it is not productive to have a meeting without the adequate information

If you are able to help with in-class work, sports, art and craft activities, cultural activities.... we would love to hear from you.

P.T.A.:

A parent group meets regularly to discuss the organisation of fundraising efforts, social events and assistance with school programmes. This group liaises with the staff and the Board of Trustees.

MEETINGS - By arrangement. Notice in Newsletters. All parents are welcome.

READING RECOVERY:

A Reading Recovery programme operates in the school providing special assistance to six year old children who have difficulties with reading. Once identified these children are taken daily. Parents are contacted by the Reading Recovery teacher at the beginning, during and at the completion of the programme.

SCHOLASTIC BOOK CLUB:

Lucky, Arrow and Star books are available through the book club at regular intervals. Orders and money should be sent to school in a sealed envelope. Cheques should be made payable to Scholastic.

SCHOOL DONATIONS:

The Board of Trustees has set the school donation at \$20 per term per child, with a maximum of \$145 per family per year. This is a voluntary donation and helps to provide equipment and material needed to maintain effective teaching programmes. The school depends on this form of funding to provide resources for the direct benefit of the children.

These donations are used to enhance school/class programmes and not for ground, property or such development.

SCHOOL HALL: Te Kotahitanga

Bookings can be made by contacting the school office.

SCHOOL YEAR:

2010

Term 1	03 February	-	01 April
Term 2	19 April	-	02 July
Term 3	19 July	-	24 September
Term 4	11 October	-	16 December

2011

Term 1	02 February	-	15 April
Term 2	02 May	-	15 July
Term 3	01 August	-	07 October
Term 4	25 October	-	16 December

SICK CHILDREN:

We have a very small Medical Room and consequently cannot hold children in it for long. We are able to treat minor cuts and abrasions but always endeavour to contact parents or the emergency contact so that a child can be collected if he/she is too ill to return to class. In the case of an accident, we contact parents and if necessary ring for an ambulance.

SMOKING POLICY:

The school is a "No Smoking" environment and in the interests of health and safety, smoking on, or in the school property is prohibited. We ask you respect this policy.

SPECIAL DAYS:

During the year the school holds a number of days where parents are invited and encouraged to join in the activities. These include open days, sports days, special programmes, picnic days and an "Agricultural Day".

Agricultural day is held in October. Children are able to raise and prepare a calf, lamb or goat for the judging ring or they undertake an Investigative Study which they present for all to enjoy. Further details come out in Terms 3 & 4.

We are always looking for parents who have talents, flair, interest or expertise in any area who would like to help us in some way. By using the resources of the community we are able to offer the children a greater variety of programmes and also tap into individual children's skills and talents.

STATIONERY:

The school has a supply of all stationery needed by children at the school. This is a service provided and the rates are such that the school only covers its costs. Children need to order/purchase stationery before 8.30a.m.

SUPPORT SERVICES:

The school has access to a number of educational, health and community support services. Some of these visit the school regularly to talk to staff and assess children.

Regular visits are made by:

- Health Nurse
- Vision and Hearing Tester
- Speech Therapist
- Resource Teacher: Learning & Behaviour
- Dental Caravan

If you wish your child to be referred to any of these services please contact the school. Other services such as the Psychological Service, Special Education, Advisory, Health Camp can be contacted as we require. We always seek your involvement on any of these matters.

SWIMMING POOL:

The maintenance and up-keep of the school pool needs consideration. The tennis court, adventure playground, baths and playing fields are available to families and their guests.

The B.O.T. runs a 'key' system for entry to the pools during the Christmas Holiday break. You will be advised of this at the beginning of the swimming season.

The pool is expensive to run and maintain and families using it after school hours are asked to respect the property.

TOYS:

These are to be left at home! The school accepts no responsibility for lost or damaged items.

UNIFORMS:

The school has a voluntary uniform. This consists of a jade and black sports shirt and black shorts or black track pants.

The sports shirt can be purchased from school.

Sports Shirt	\$35.00
Sun Hats	\$ 7.50

Children are expected to wear this uniform when representing the school and for this purpose a supply of sports shirts and shorts are kept at school for borrowing.